

Name _____ Date _____

Position _____

This information becomes part of your application. Your skills, experience, and education will be rated based on your answers. Please fill out this form as complete as possible. Under columns three through six, check the category that best shows the depth of your experience. ***Do not check more than one column per line.***

Years of relevant experience: (2-10)

Years of full-time work _____

Years of part-time work _____

Check Degrees: (1-4) (Attach Transcripts)

HS/GED _____

Certificate _____ Area _____

Associate _____ Major _____

Bachelor _____ Major _____

	Model or Version(s) Used	1	Yrs. Of Exp.	2	Training only (1)	3	Performed w/Help (2)	4	Performed Unaided (3)	5	Instructed Others (4)	6
Office Equipment:												
(May be tested)												
Typewriter wpm _____												
Keyboard wpm _____												
Copy Machine												
Fax Machine												
Cash Register or Teller												
Other: _____												
Computer Hardware:												
IBM Compatible PC												
Apple Macintosh												
Mainframe terminal												
Other: _____												
Operating Systems/Environ.:												
DOS												
Windows												
Apple												
Other: _____												
Word Processing Software:												
WordPerfect												
WordStar												

	Model or Version(s) Used 1	Yrs. Of Exp. 2	Training only (1) 3	Performed w/Help (2) 4	Performed Unaided (3) 5	Instructed Others (4) 6
Microsoft						
Other: _____						
Equipment to be Operated:						
Telex Cassette Duplicating System						
DuKane Filmstrip Viewer						
Singer Caramate Slide Viewer						
LaBelle Viewer						
VCR						
Other: _____						
Other: _____						

I have answered the above information to the best of my knowledge.

Signature: _____ Date: _____

Social Security Number: _____